

Shrewsbury Adult Education Program

Winter Catalog

2004

Where to Find Us

Program Dates: Tuesdays – 1/11, 1/18, 1/25, 2/1, 2/8, 2/15

Registration Begins: Immediately

**All classes are held at Shrewsbury High School
64 Holden Street**

For registration and information:

123 Spring Street
Shrewsbury, MA 01545

(508) 841-8300, Ext. 1686

adulthood@shrewsbury.k12.ma.us

Computers & Business

Introduction to MS Word

Joyce Brindisi

Software Training Consultant

If you are telling yourself that there must be an easier way to use MS Word, there is! This class is designed for the home computer user who wants to learn the shortcuts to using word effectively. We'll create documents and learn some time-saving tips for editing, formatting, and printing a document.

Course Code: INMW

Meeting Date: Tuesday, January 11

Time: 7:00-9:00 pm

Location: SHS, B111

Cost: \$20 per person

MS Word—Intermediate Level

Joyce Brindisi

Software Training Consultant

This course is designed for participants who already possess a basic understanding of MS Word and word processing. Participants will build on their knowledge by working with creating and using tables and setting up “Mail Merge” functions for letters, envelopes and labels. This class is ideal for everything from managing business records to planning a family reunion. Please come to class with questions and/or projects in mind.

Course Code: WDIL

Meeting Date: Tuesday, January 18

Time: 7:00-9:00 pm

Location: SHS, B111

Cost: \$20 per person

Introduction to MS Excel

Joyce Brindisi

Software Training Consultant

You don't have to be a budget analyst or an accountant to use MS Excel. Participants in this one-night workshop will have the opportunity to work on mastering the basics and creating documents. We will concentrate on creating spreadsheets and learn the quick and easy ways to make those documents work at home.

Course Code: INME

Meeting Date: Tuesday, January 25

Time: 7:00-9:00 pm

Location: SHS, B111

Cost: \$20 per person

MS Excel—Intermediate Level

Joyce Brindisi

Software Training Consultant

This class builds on the basic skills needed to operate MS Excel. This workshop will focus on managing data in spreadsheets using sorting and filtering techniques and on creating charts using this data. The skills and information learned in this workshop will be applicable for both home and business purposes. Please bring your ideas and questions to class.

Course Code: MEIL

Meeting Day: Tuesday, February 1

Time: 7:00-9:00 pm

Location: SHS, B111

Cost: \$20 per person

Introduction to PowerPoint

Joyce Brindisi

Software Training Consultant

Have you ever thought of creating a visual presentation for work, a family reunion or just for fun? PowerPoint is a powerful visual tool for presenting and organizing pictures, film and sound for business or pleasure. This is your chance to become familiar with the basic functions of PowerPoint and begin to explore just how useful it can be. This is an introductory workshop; however, students should be familiar with basic PC usage.

Course Code: INPP

Meeting Day: Tuesday, February 8

Time: 7:00-9:00 pm

Location: SHS, B111

Cost: \$20 per person

Creating a Slideshow with PowerPoint

Joyce Brindisi

Software Training Consultant

Would you like to impress your coworkers, family members and friends with a slideshow? PowerPoint is a simple way to organize and present information in any atmosphere. This class is suited for the home or business user who would like to learn the “ins and outs” of creating slides, applying a design and preparing a slideshow.

Course Code: CTPR

Meeting Date: Tuesday, February 15

Time: 7:00-9:00 pm

Location: SHS, B111

Cost: \$20 per person

Writing a Winning Cover Letter

TBA

The first impression is always important when it comes to a potential employer. In this competitive job market, your first impression is usually made in that all-important cover letter. This workshop will focus on how to design a winning cover letter that will “wow” your potential employers in both content and style. The instructor will be tailoring the workshop to the needs of the participants, so be sure to come with some ideas and possible employment opportunities.

Course Code: WWCL

Meeting Date: Tuesday, January 18

Time: 7:00-9:00 pm

Location: SHS, A302

Cost: \$20 per person

Designing the Perfect Resume

TBA

After the cover letter, your resume is often the most important factor in your ability to get the job you want. This class will walk participants through designing a resume that is aesthetically pleasing and reveals your skills and value in the best possible way to your potential employers. The instructor will focus on arranging your employment/ educational history in order to meet the needs and requirements of the jobs you are seeking.

Course Code: DSPR

Meeting Date: Tuesday, January 25

Time: 7:00-9:00 pm

Location: SHS, A302

Cost: \$20 per person

Fine Arts & Crafts

Knitting Made Easy I

Cynthia Barko

Teacher, Shrewsbury PS

Back by popular demand, this course is guaranteed to get you started on those knitting projects you've always dreamed of. Whether you are just starting out or are having trouble finishing projects, this hands-on knitting class is for you. Students will have the opportunity to learn from a gifted knitter and teacher. Supplies (approximately \$10-\$20) are not included in tuition..

Course Code: KNIT

Meeting: 2 Tuesdays— January 11 & 18

Time: 7:00-9:00 pm

Location: A315

Cost: \$40 per person

Knitting Made Easy II

Cynthia Barko

Teacher, Shrewsbury PS

Back by popular demand, this course is guaranteed to get you started on those knitting projects you've always dreamed of. Whether you are just starting out or are having trouble finishing projects, this hands-on knitting class is for you. Students will have the opportunity to learn from a gifted knitter and teacher. Supplies (approximately \$10-\$20) are not included in tuition..

Course Code: KNI2

Meeting: 2 Tuesdays— January 25 & February 1

Time: 7:00-9:00 pm

Location: A315

Cost: \$40 per person

Knitting Made Easy III

Cynthia Barko

Teacher, Shrewsbury PS

Back by popular demand, this course is guaranteed to get you started on those knitting projects you've always dreamed of. Whether you are just starting out or are having trouble finishing projects, this hands-on knitting class is for you. Students will have the opportunity to learn from a gifted knitter and teacher. Supplies (approximately \$10-\$20) are not included in tuition..

Course Code: KNI3

Meeting: 2 Tuesdays— February 8 & 15

Time: 7:00-9:00 pm

Location: A315

Cost: \$40 per person

Organize & Overcome Your Piles of Pictures!

Mary Pritchard

Creative Memories Consultant

Bring your overwhelming box or bag of pictures to this exciting scrap-booking introduction. We will sort and organize them using simple techniques. You will also learn the basics of safely preserving photos with album-making. Whatever your plans are for your pictures, this is the class for you! Supplies (approximately \$25) are not included in tuition.

Course Code: OOPP

Meeting: 3 Tuesdays—January 11, 18 & 25

Time: 7:00-9:00 pm

Location: SHS, A301

Cost: \$60 per person

Scrapbooking Border Bonanza

Lee Smith

Creative Memories Consultant

This class takes album designing to a whole new level. Participants will learn some fun cropping techniques while completing over 30 borders and enhancements. This class will focus on specific themes and will allow participants to experiment with various cutting tools and other skills they can use on current or future projects. Supplies (approximately \$25) are not included in tuition.

Course Code: SPBB

Meeting: 3 Tuesdays—February 1, 8 & 15

Time: 7:00-9:00 pm

Location: SHS, A301

Cost: \$60 per person

Bookmaking for Beginners

Shari Fox

Teacher, SHS

The art of bookmaking has been appreciated in Eastern cultures for years. This is a chance for students to become acquainted with this technique for creating their own artistic treasures using ancient and modern techniques derived from Japan. Please come to class with your original ideas. Supplies (approximately \$25) are not included in tuition.

Course Code: BMBG

Meeting: 3 Tuesdays—February 1, 8 & 15

Time: 7:00-9:00 pm

Location: SHS, A301

Fee: \$60 per person

Languages

English for Speakers of Other Languages

Kathleen Lange-Madden

Teacher, Shrewsbury PS

This class is designed for any student who has limited proficiency in English. The group atmosphere is a comfortable and inviting way for participants to improve their English language skills through conversation and writing. Students from any language background or skill level are welcome.

Course Code: ESL1

Meeting: 6 Tuesdays— January 11, 18, 25 & February 1, 8, 15

Time: 6:30-8:00 pm

Location: SHS, A309

Cost: \$90 per person

Chinese for Beginners

TBA

Chinese is not as difficult as you think. In this class students will learn the basics of spoken Chinese. We will focus on pronunciation, tones and the basic grammar necessary for an introductory course. Students will also learn to write and read some characters and participate in some simple conversations.

Course Code: CFBG

Meeting: 6 Tuesdays—January 11, 18, 25 & February 1, 8, 15

Time: 7:00-9:00 pm

Location: SHS, A309

Fee: \$120 per person

History & Literature

The Holocaust

Marge Potash

Teacher, Shrewsbury PS

The Holocaust occupies an integral part of our cultural psyche. This course will explore the Holocaust from both historical and literary perspectives. Participants will have the opportunity to speak with Holocaust survivors and their families and view various documentaries and films dealing with this tragic period in history. It is suggested that students read Wiesel's Night.

Course Code: HOLO

Meeting: 3 Tuesdays—January 11, 18 & 25

Time: 7:00-9:00 pm

Location: SHS, A306

Cost: \$60 per person

Cooking & Entertaining

A Taste of China

Jennifer Brown

Teacher, SHS

We all love to order out for our favorite Chinese dishes, but have you ever thought about learning to create those specialties in the comfort of your own home? The popularity of Chinese cooking is growing every day and this is a great opportunity to expand your cooking repertoire. Learn to prepare simple and appetizing dishes such as crab rangoons, fried wontons, pork fried rice, and beef teriyaki. The cost of supplies (approximately \$20-25) is not included in tuition and will be payable to the instructor.

Course Code: ATCA

Meeting Dates: 2 Tuesdays—January 11 & 18

Times: 7:00—9:00 pm

Location: SHS, B101

Fee: \$40 per person

Chocolate Indulgence

Jennifer Brown

Teacher, SHS

Chocolate, chocolate, chocolate! Need we say more as we approach Valentine's Day? This course will focus on creating several decadent chocolate desserts that are sure to be a hit at any event. The cost of supplies (approximately \$20-25) is not included in tuition and will be payable to the instructor.

Course Code: CLIG

Meeting Dates: 2 Tuesdays—January 25 & February 1

Times: 7:00—9:00 pm

Location: SHS, B101

Fee: \$40 per person

Kid Friendly Snacks and Recipes

Jennifer Brown

Teacher, SHS

Sometimes the winter months tend to drag on and on for kids, and they become restless and bored. Give them something fun and educational to alleviate that boredom by inviting them into the kitchen with you. Recent studies have shown that cooking with your kids can increase their enjoyment of math, reading and science, so this is a perfect time to start. You will learn to make simple and nutritious recipes that you can prepare and share with your kids. Perfect for the busy parent!

The cost of supplies (approximately \$20-25) is not included in tuition and will be payable to the instructor.

Course Code: KFSR

Meeting Dates: 2 Tuesdays—February 8 & 15

Times: 7:00—9:00 pm

Location: SHS, B101

Fee: \$40 per person

Special Interest

Creating A Unique Garden Design

Donna Rudek

Landscape & Garden Designer

Even though we are in the midst of winter, it is never too early to begin planning your spring garden. If you've ever thought about planting affordable perennials but don't know where to begin, this is the class for you. This three week workshop will allow you to create a garden plan using basic design principles. You will learn measurement and planning techniques and identify various resources that will help you bring together the garden of your dreams. Students will leave class with a professional and personal design and lists of plants that will fit their individual needs. You will need the following supplies: graph paper, tracing paper, and colored pencils. A list of additional supplies will be provided by the instructor.

Course Code: CUGD

Meeting Dates: 3 Tuesdays—January 11, 18 & 25

Times: 7:00—9:00 pm

Location: SHS, A305

Fee: \$60 per person

Guidelines & Procedures

Registration

Registrants should follow the directions included on the registration sheet. Registration is provided on a first-come, first-served basis. Registrations are non-transferable. Registrations are not accepted without a completed registration form. Registrations may be accepted by mail or in person. Registrations will be accepted for participants 18 years of age or older, unless otherwise indicated. Registration confirmations, including room numbers, will be sent prior to the first class meeting. **Registration ends one week prior to the first night of the course.**

Refunds and Cancellations

Programs may be cancelled if there is insufficient enrollment (full refunds will be made). Classes may be cancelled due to inclement weather or any time the Shrewsbury Public Schools are closed. In such cases, the teacher and class participants will decide on when to make up the missed sessions. Information regarding the cancellation of Adult Education classes will be available on the Shrewsbury Public Schools homepage under "School Delays and Cancellations."

Tuition

Full tuition must accompany registration. Payment may be made by check or money order only. Tuition paid for one term may not be credited to another term. Checks should be made out to: Shrewsbury Public Schools. There will be a \$25 fee assessed to returned checks.

Filled Courses

If your course is filled, your name will be added to a waiting list and you will be notified if an opening exists. You will not be charged tuition until you have been officially enrolled in the course and a confirmation letter has been sent.

Liability

Participants do so at their own risk and agree to waive and release any and all claims of personal injury or property damage they may have arising from this participation.

Policy of Nondiscrimination

The Shrewsbury Adult Education Program welcomes students regardless of age, race, color, gender or sexual orientation, religion, disability, nationality or ethnic origin.

Location

All classes are held at **Shrewsbury High School – 64 Holden Street.**

Registration Form

Last Name First Name MI

Street Address

Town State Zip Code

Telephone Number Email

Courses I would like to register for:

Course Name Course Code Day & Time # of Sessions Cost

Course Name Course Code Day & Time # of Sessions Cost

(If you wish to register for more than two classes, please list the class name, code, day & time, and cost on the back of this form.)

I would like to pay via:

_____ Check (Payable to: Shrewsbury Public Schools) _____ Money Order

(Cash cannot be accepted)

Participants do so at their own risk and agree to waive and release any and all claims of personal injury or property damage they may have arising from this participation. By signing this registration form, I agree to and accept all policies set forth by the Shrewsbury Adult Education Program.

Registrant's Signature Date

Please return this registration form with full payment to:

Shrewsbury Adult Education
c/o Cheryl Stoychoff, Spring Street School, 123 Spring Street, Shrewsbury, MA 01545